

Northstowe Town Council - Report for: Full Council, Wed 25th May 2022

Item: 53/22-23 - Report from: Town Clerk & Responsible Financial Officer

Reporting period: **April 2022**

Core Roles

- Administered & prepared papers for x 1 Full Council and x 3 Committee meetings & implemented decisions made.
- Preparations for Annual Meeting of the Town Council, 11th May.
- Held discussions with Chairs/Vice-Chairs and Councillors.

Law and Procedures

- Final promotion and preparations 5th May Town Council elections, including support with nomination forms for candidates.
- Preparations for Internal Audit, assistance during Internal Audit, and feeding into queries before report was finalised.
- Preparations for AGAR documentation to be brought to the Council in May.

Finance

- Finalised end-of-year accounting procedures – Bank, Scribe and HMRC.

Management

- Held strategic oversight meetings with Mayor and Deputy Mayor.
- Investigated options for room bookings for Council meetings for period after Wing closes on 17th June.

Engagement – Partnership and Community Engagement, and Event Management

- Input into developments, checks on permission needs and other logistics for Jubilee Working Group for Jubilee event 5th June.
- Assisting Councillors in organising and logistics for the 'Meet Your Council' Stall at Northstowe Day, 7th May.
- Attended the following partnership meetings: Heritage Facility Steering Group; Northstowe Travel Steering Group; Northstowe Community Networkers (the latter Clerk attended instead of Cllrs due to pre-election rules).
- Input into bringing agenda items to the attention of: Phase 1 Open Spaces Steering Group.
- Met with SCDC Officer – e.g. Wing transition; Met with CCC officer– Discussions around Youth Provision/ Northstowe Youth Partnership/ Connections Bus and possible NTC links.
- 15 queries from residents/community groups received and responded to - received either directly or feeding into queries initially received by other levels of Local Authorities or Agencies.

Engagement - Communications

- Website: News Items added: x 1 published in April.
- Social media, continued, slow increase - Facebook: Page likes growth from 647 at end of Mar 2022 to 655 at end of Apr 2022. Twitter: 5 new followers this month; total now 130.

Training and Development

- Attended the following training & development: Scribe online webinars (YouTube) on end-of-year accounting and internal audit procedures through our accounting system.

Emerging issues:

* **Lack of time for CiLCA:** This month there was no spare time to work on the CiLCA portfolio. This is largely due to an expanding workload. In addition, with the first week of April taken off as annual leave, the clerk spent the remainder of the month catching up on work; this is as a result of the Council not currently having staffing cover in place for any annual leave taken or other situations where the clerk would not be able to work. Going forward, it will be in the Council's interest to ensure the clerk can finish his portfolio by the deadline of 3rd December 2022, in order to obtain his CiLCA qualification.